



CITY AND COUNTY OF DENVER  
 Department of Housing Stability  
 Inclusionary Housing Ordinance  
**REBATE REQUEST FORM**

Please complete this form and return it to the address listed on page 2.  
 This form must be approved and signed prior to the payment of rebates.

Name of Project: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Developer Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Affordable Plan Recordation Date: \_\_\_\_\_ Reception No. \_\_\_\_\_

**Rental Projects only:**  
 Name of Management Company: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Unit Information**  
 Total units in project: \_\_\_\_\_ Total MPDUs built: \_\_\_\_\_  65% AMI or below  
 Inspected by HOST staff on (date): \_\_\_\_\_  80% AMI  
 Call (720) 913-1556 to schedule an inspection.  95% AMI  
 MPDUs built:  
 On site  Off-site Off-site property name: \_\_\_\_\_  
 Off-site property address: \_\_\_\_\_

Provide the following information on each MPDU (add additional lines as needed)

Unit #	No. bdrms/bath:	Sq. Ft.	Date sold:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total MPDUs: Low Zone  Medium Zone  High Zone

Check one:  
 Project is eligible for low zone rebate of \$2,500 Rebate:  \$0  
 Project is eligible for medium zone rebate of \$6,500 Rebate:  \$0  
 Project is eligible for high zone rebate of \$25,000 Rebate:  \$0

Attach copies of the following documents for each MPDU

<b>MPDUs For Sale</b>	<b>MPDUs For Rent</b>
Buyer's Memorandum of Acceptance	Certificate of Occupancy
Certificate of Occupancy	Tenant's lease
Copy of final/signed Buyer's HUD1 Settlement Statement	Income Eligibility verification
Copy of Income Eligibility verification	HOST inspection report
Copy of HOST inspection report	
Recorded Covenant	
Recorded Warranty Deed	
Copy of appraisal, if necessary	

**Certification**  
 I, the undersigned, being the applicant or a duly authorized agent of the applicant, certify that the above information, to my actual knowledge, is true and correct and conforms to the information contained in the recorded Affordable Housing Plan and Covenant.

Print Name: \_\_\_\_\_  
 Applicant \_\_\_\_\_  
 Title \_\_\_\_\_

Signed: \_\_\_\_\_  
 Applicant \_\_\_\_\_  
 Date \_\_\_\_\_

Please submit completed document and all attachments to:

Department of Housing Stability  
 Via E-mail: [affordablehousing@denvergov.org](mailto:affordablehousing@denvergov.org)  
 Via U.S. Post: 201 W. Colfax Avenue #615  
 Denver, CO 80202

**FOR OFFICIAL USE: Do not complete below**

Document check list: The following documents are in each MPDU file

- Recorded Covenant
- Copy of recorded buyer's Memorandum of Acceptance
- Certificate of Occupancy
- Copy of final and signed Buyer's HUD1 Settlement Statement
- Copy of HOST inspection report
- Copy of Income Eligibility verification
- Copy of appraisal, if necessary.
- Copy of recorded Warranty Deed
- Copy of tenant's lease (rental projects)

I have reviewed this request and verify that the: (1) required documents have been received; (2) MPDU sales prices were at or below the allowable maximum price limits; (3) buyers were income eligible to purchase the units.

Signed program staff \_\_\_\_\_ Date \_\_\_\_\_

Approved  
 Housing Program Manager \_\_\_\_\_ Date \_\_\_\_\_

Approval could not be granted for the following reasons:

Attach copies of the following documents for each MPDU

**MPDUs For Sale**

- Buyer's Memorandum of Acceptance
- Certificate of Occupancy
- Copy of final/signed Buyer's HUD1 Settlement Statement
- Copy of Income Eligibility verification
- Recorded Covenant
- Recorded Warranty Deed
- Copy of appraisal, if necessary

**MPDUs For Rent**

- Certificate of Occupancy
- Tenant's lease
- Income Eligibility verification
- OED inspection report

**Certification**

I, the undersigned, being the applicant or a duly authorized agent of the applicant, certify that the above information, to my actual knowledge, is true and correct and conforms to the information contained in the recorded Affordable Housing Plan and Covenant.

Print Name:

Applicant \_\_\_\_\_

Title \_\_\_\_\_

Signed:

Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Submit to:**

Office of Economic Development  
Attn: Stephanie Inderwiesen (E-mail: stephanie.inderwiesen@cdi.denver.co.us)  
201 W. Colfax Ave., Dept. 204, Denver, CO 80202

**FOR OFFICIAL USE: Do not complete below**

Document check list:

The following documents are in each MPDU file

- Recorded Covenant
- Copy of recorded buyer's Memorandum of Acceptance
- Certificate of Occupancy
- Copy of final and signed Buyer's HUD1 Settlement Statement
- Copy of OED inspection report
- Copy of Income Eligibility verification
- Copy of appraisal, if necessary.
- Copy of recorded Warranty Deed
- Copy of tenant's lease (rental projects)

I have reviewed this request and verify that all required documents have been received and that the MPDU sales prices were at or below the OED maximum price limits.

I have reviewed this request and verify that all required documents have been received and the buyers of the MPDUs were income-eligible to purchase the units.

signed program staff \_\_\_\_\_

Date \_\_\_\_\_

Approved

Signed Housing Manager \_\_\_\_\_

Date \_\_\_\_\_

Approval could not be granted for the following reasons: